



ARCHITECTURAL REVIEW BOARD SUBMITTAL REQUIREMENT

Effective: April 2011

Dear Applicant:

On behalf of the Lehigh Acres Community Planning Panel Architectural Review Board, we would like to thank you for your interest in Lehigh Acres and in the design review and public meeting process for developments within Lehigh Acres. The residents of Lehigh Acres have been striving for years to adopt a set of development standards that will permit sustainable, aesthetically pleasing and viable development for future generations to enjoy. A goal of the community is to require developments that will enhance the quality of life, aesthetics and benefit the community for years to come.

The LACPP-ARB was created to provide a review forum for prospective developments to assist applicants in complying with the Lehigh Acres Comprehensive Plan and Land Development Code. It is the objective of the LACPP-ARB to provide each applicant with a timely and thorough review of their project and provide a recommendation to the Lehigh Acres Planning Panel and Lee County Development Review. The applicant can utilize other public forums if desired as per County Policy 32.12.2.

The LACPP-ARB recommends the items on the attached checklist be submitted for review by the LACPP-ARB in a general form prior to and required as a prerequisite for the LACPP Presentation, Lee County Zoning Requests, Lee County Development Order and Lee County Building Department submittals. While submitted items may be conceptual in nature based on the application request, they are meant to provide the LACPP-ARB with enough detailed information to review and comment on the aesthetic quality and overall impact of the development on the Lehigh Acres community. The information submitted should include enough detail to provide an accurate illustration of what is being proposed for the development and should be prepared by the appropriate licensed professional, where appropriate.

Since the submitted items may be conceptual the, LACPP-ARB may also require that a copy of this boards' recommendation be given to county staff with the permit submittal to ensure the changes to the project are in response to the LACPP-ARB/LACPP review comments.

To expedite the review of your submittal, you are encouraged to have a principal or other person, with full authority to make commitments and agree to design changes, in attendance at the public meeting. The LACPP-ARB is striving to provide a design review process that is accommodating to the typically tight development timelines of the applicant while protecting Lehigh Acres Community's goals as stated in the Comprehensive Plan. Applicant may contact the Chairman to discuss submittal requirements and scheduling.

Sincerely;
Lehigh Acres Community Planning Panel
Architectural Review Board

Gregory J. Diserio

Gregory J. Diserio, RLA
Chairman
(239) 470-1001

LACPP-ARB PUBLIC MEETING INFORMATION

LACPP Architectural Review Board (LACPP-ARB) Meeting Location

Community Room @ Lee County Sheriff Office
1299 Homestead Road
Lehigh Acres, Florida 33936

Date of Meeting: Fourth (4th) Thursday of each month

Meeting Time: 5:30 PM

Directions: Located approximately ½ mile south of Lee Boulevard at the Corner of Plaza Drive and Homestead Road, Lehigh Acres, Florida. Parking and entrance into the community room is at the rear of the building off Plaza Drive.

Submittal Date: Applicants desiring a review by the LACPP-ARB shall provide submittal packages (10) business days prior to scheduled Public Meeting. Presentation order shall be based on order of applications received. In an effort to be responsive to the development community, the submittal deadlines may be modified by the Chairman on a case by case basis.

Application Fee: The application fees have been approved for two sizes of projects.

1. Type 1 Projects: A Type 1 project consists of developments that are normally existing and requesting a "Change of Use" or zoning change. Small projects are limited to up to 3,000 s.f. of building floor area. Fee: \$50.00
2. Type 2 Projects: Any development that does not meet the requirements of a Type 1 Project. Fee: \$150.00

(Note: Projects have been depicted as Type 1 or Type 2 so as not to conflict with "small project" as designated by the LDC.)

SUBMITTAL REQUIREMENTS

Total No. of Copies: Eight(8) paper copies of Submittal Package shall be provided by the applicant. Should the applicant prefer to submit electronically, then two (2) paper copies and an electronic submittal in PDF or PowerPoint format shall be provided.

Submittals shall be submitted to the Chairman of the LACPP-ARB at one of the following addresses:

Applicants are requested to contact the Chairman at the time of the submittal to ensure timely distribution.

25 Homestead Road N. #41
Lehigh Acres, Florida 33936

Email: Gjdiser@msn.com

PO Box 157, Lehigh Acres, FL
33970-0157

The submittal requirements may vary based on the type of approval sought by the applicant. In some cases the information provided may be preliminary in nature and small revisions may occur as the project proceeds through the permitting process. In all cases, the submittal should contain sufficient information and level of development to permit a sufficient review by the LACPP-ARB to comment on the development parameters and densities, aesthetic quality and intended functionality of the proposed development in accordance with the Lehigh Acres Comprehensive Plan and related Development Standards.

It is recommended that the information listed in the **LACPP ARB Application** be included in the submittal package for review. It is the intention of the LACPP-ARB to have for review, the information which will be required by the permitting agencies as the development moves forward. The LACPP-ARB reserves the right to request additional information, with reasonable justification, in order to fully determine the quality and impacts of the development.

Following the review and recommendation of the **LACPP ARB**, the applicant shall provide an electronic copy of the proposed plans, with applicant accepted recommendations of the **LACPP ARB** along with (2) two hard copies. The submittal is required prior to scheduling the **LACPP** Presentation.

LACPP-ARB APPLICATION

Date Received:_____
File No:_____
ARB Date:_____

(1) GENERAL INFORMATION (Use additional sheets if necessary)

1. Name of Project:_____
2. Strap No. _____
3. Application Request: (ie: Zoning change, Variance, Site/Project Approval)

4. Applicant Name / Title: _____
Address:_____
- Phone:_____ Fax:_____ Email:_____
5. Date of ARB meeting requested for presentation_____
- (Applicant shall be notified to confirm placement on the agenda)
6. Primary Firm/Person Presenting Project to LACPP-ARB:
Name / Title: _____
- Address:_____
- Phone:_____ Fax:_____ Email:_____
7. Provide name and contact information of additional persons to receive correspondence from the ARB.

8. Location of Project:_____
9. Has project been presented to LACPP or Lee County Hearing Examiner or other public presentations: Yes_____ No_____ Dates:_____
- Application No.: _____
10. Proposed Use:

11. Adjacent Zoning and Land Uses:
North:_____
- South:_____
- East:_____
- West:_____

IF applicable and appropriate to the specific request, the following items listed in 2 through 5 may be necessary to be provided by the applicant to permit sufficient review by this board.

(2) Type 1 Projects:

- Complete information in (1) above.
- Site plan
- Photos of existing structures.

Type 2 Projects submittal requirements are listed in (3) through (5)

(3) SITE PLAN(S) TO INCLUDE:

- Complete information in (1) above
- Site features drawn to scale. (buildings, parking, vehicular circulation, trash enclosures, pedestrian circulation, water management, utility corridors/layout, open space, indigenous preserves, signage, etc.)
- Location Map
- North arrow.
- Street and Cross-street identification.
- Turning radii for emergency vehicles.
- Location of nearest fire hydrant(s) (existing and new).
- Sidewalks, bikeways, pedestrian access.
- Area calculations: Building coverage, open space, parking areas, green space, water coverage, density, FAR, percentage of pervious and impervious coverage.
- Adjacent property zoning and land uses.

(4) LANDSCAPE PLAN(S) TO INCLUDE:

- Information provided on site plan.
- Existing site trees (indicate species) and plant material – to remain/to be removed.
- Proposed landscaping schedule to include:
 - ❖ Botanic and common name of trees/plants/bushes/ground cover
 - ❖ Planting size/full (mature) growth size
 - ❖ Quantity and size of all trees, shrubs and ground cover
 - ❖ Planting details
 - ❖ Irrigation plans or notations
 - ❖ Rendered landscape site plan.
- Environmental studies (Protected Species, wetland determinations, etc)

(5) ARCHITECTURAL PLAN(S) TO INCLUDE:

- Dimensioned floor plan(s).
- Roof plan(s).
- Elevations of all buildings (all sides) shall include:
 - ❖ Floor to floor heights
 - ❖ Elevation to top of roof
 - ❖ Building material
- Screening for rooftop equipment (materials/colors to match or coordinate with buildings)
- Building materials and color board.
- Rendered buildings and sign elevations/perspectives accurately depicting colors, materials, landscaping, parking and people.
 - ❖ Labeled and keyed materials
 - ❖ Labeled and keyed colors
- Method of screening all service areas and ground mounted equipment (a/c compressors, backflow preventers, electric transformers, etc.).
- Conceptual lighting plan (including specification sheets on proposed lighting fixtures).
- Relationship of buildings to adjacent buildings on adjacent properties
- Antenna, communications tower or microwave tower zoning or rezoning requests and antenna screening requests shall be required to submit all items in (1) through (4) above. In addition, elevations of the proposed tower shall be provided.
- Site signage shall provide sign types, dimensional information and sign locations.